

Approved October 10, 2017

**Town Meeting Coordinating Committee
Minutes for September 22, 2017, 3:00 – 5:00 PM
Bangs Center, Glass Room**

Present: Peggy Roberts, Alan Powell, Barbara Ford, Mary Streeter, Chris Riddle, Patricia Holland

Absent: Jacqueline Maidana

Peggy Roberts called the meeting to order at 3:15 PM.

1. **Public Comment:** None.
2. **Committee Budget:** We briefly discussed the budget.
3. **Proposed Town Meeting Advisory Committee:** Discussed—see next item.
4. **Update of Subcommittee Work:** Chris reported that the Subcommittee may be submitting an article to the upcoming fall TM to establish a Town Meeting Advisory Committee.

To see if Town Meeting will establish under its bylaws a “Town Meeting Advisory Committee”, as described below.

1. **Duties of the Committee:** There shall be a Town Meeting Advisory Committee (TMAC) consisting of nine members to be elected by Town Meeting. It shall be the duty of this committee to investigate how the Town Meeting warrant articles would affect the town if passed, excepting the town finances, which are reserved for the finance committee. The Advisory Committee will undertake an analysis of the benefits and impacts to the town of warrant articles. The principal focus of its report and presentation shall be on the analysis of specific pros and cons that it identifies.
2. **Nomination and Election Procedure:** Elections shall be held at Annual Town Meeting. A list of nominees shall be identified by two parallel processes: 1) The Moderator and the Town Meeting Coordinating Committee (TMCC) shall create one list, and 2) Individuals may self-nominate, creating a second list. The nominees need not be Town Meeting members, but must be residents of Amherst. The two lists shall be combined into a single list and be presented to Town Meeting members for a vote, including information about each nominee, but without identifying the nominating source of each candidate. The Town Clerk shall prepare a ballot of those nominated, which ballot shall be presented to each Town Meeting Member at a subsequent session of the Annual Town Meeting to be determined by the Moderator after consultation with the Town Clerk. Each Town Meeting Member shall cast a number of votes less than or equal to the number of seats available. Ties shall be resolved by a coin toss.
3. **Terms of Office:** Each member shall hold office for three years except for the first two years, during which three will serve one year and three will serve two years, as follows: In the first year, the three candidates with the highest vote count shall serve for three years; the next three

shall serve for two years, and the next three shall serve for one year. Except for those members serving one or two years at the outset, the committee members' term shall begin with the dissolution of the Town Meeting at which they were elected, and shall end at the dissolution of the Town Meeting three years later. The TMCC shall fill by temporary appointment any vacancy in the membership of the committee.

4. **Leadership:** The committee shall annually elect its own leadership. Nominations shall be accepted at a session of each Annual Town Meeting to be determined by the Moderator after consultation with the Town Clerk or at the Town Clerk's Office prior to that session. The Town Clerk shall prepare a ballot of those nominated, which ballot shall be presented to each Town Meeting Member at a subsequent session of the Annual Town Meeting to be determined by the Moderator after consultation with the Town Clerk. Each Town Meeting Member shall cast a number of votes less than or equal to the number of seats available.
5. **Preparation for Town Meeting Members and the Public for Fall Special Town Meeting:** It is not yet clear if a bus tour is needed. We need more information on what the warrant articles will be. Material for the TM packet is due by Oct. 17th. The Warrant Review will be Oct. 24th. If TM members do not yet have the warrant in hand, there will be paper copies available at the meeting.
6. **Material for the Mailed Warrant Packet:** We reviewed the TMCC labels that will go on the warrant packet.
7. **Listserv and Google Activity:** Mary continues to work on this issue.
8. **Topics Not Anticipated 48 Hours Before Meeting:** Chris said the SPP committee will soon need new members. He had a list of potential members to contact and we all suggested other names.
9. **Approval of Minutes:** We approved the minutes of 6/9/17, 7/12/17, and 9/15/17 as amended.

The meeting adjourned at 5:45 PM.

Minutes submitted by Patricia Holland, Clerk

Documents Distributed:

Agenda

Draft minutes of 6/9/17, 7/12/17, 9/15/17

Message from Town Manager regarding Amherst Media requests, 9/20/17

Message from Debra Puppel on Conflict of Interest Summary, 8/14/17